

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

15 October 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-116

POSITION: Management and Program Assistant (D1811000) (GS-0344-06/07) EXCEPTED POSITION

LOCATION: 101st Force Support Squadron, Bangor, Maine

SALARY RANGE:

\$35,256 to \$45,828 per annum **GS-06**

\$39,179 to \$50,932 per annum **GS-07**

CLOSING DATE: 3 November 2014

AREA OF CONSIDERATION:

AREAI: All permanent and indefinite Enlisted Technicians in the Maine Air National Guard.

AREA II: All Enlisted of the Maine Air National Guard.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, or training which has provided the candidate with the skill to work in Air National Guard Services Flight with emphasis on Food Service and Billeting operations.

SPECIALIZED EXPERIENCE: Must have nine (9) months experience for the GS-06 level and twelve (12) months experience for the GS-07 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-06

1. Skill in working with regulations and administrative procedures involving billeting and food service operations.
2. Knowledge in using spreadsheets, word processing software and computer systems in support of assigned programs.
3. Ability to prepare reports that are clear and concise.
4. Ability to communicate clearly and concisely both orally and in writing.

GS-07

1. Knowledge of administration of the Food Service Program.
2. Ability to manage the administration of lodging support for all eligible members performing in an official military capacity.
3. Ability to write reports, correspondence, directives and regulations/instructions.
4. Ability to integrate and reconcile orders processed with the workday accounting program manager to ensure orders requirements are validated. (AROWS)
5. Knowledge in applying analytical and evaluative techniques to the identification, consideration, and resolution of program related issues or problems.

COMPATIBILITY CRITERIA: 3MOX1

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: For the first six months of specialized experience, study successfully completed in a resident school above the high school level may be substituted at the rate of specialized experience, provided the study included at least 6 semester hours in subjects closely related to the personnel field. Such subjects include: English Composition, Public Administration, Statistics or other courses where primary emphasis is on writing skills. **Applicant must provide a copy of transcripts to receive credit. Must provide a copy of a transcript to receive consideration of substitution. .**

SELECTED RESERVE INCENTIVE PROGRAM (SRIP): Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager at 430-5917 to determine any possible termination and/or recoupment actions that may result from accepting this position.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using

the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the "TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS
CPT, EN
Human Resources Specialist
(Recruitment & Placement/Compensation)

25.

a. INTRODUCTION:

This position is located in an ANG Aviation Wing, Mission Support Group, Services Flight. The primary purpose of this position is to provide administrative and services support and serves as the focal point for administrative and logistics activities within the Services Flight.

b. DUTIES AND RESPONSIBILITIES:

(1) Coordinates and administers the Food Service Program for the unit, ensuring maximum accountability and appropriate use of food service resources, in part by adopting the role of Quality Assurance Evaluator (QAE). Manages the surveillance of the food contractor's quality program. Reviews and implements pertinent regulations and directives. Exercises sound judgment and innovative approaches to creative problem solving in the absence of specific guidance or related directives where necessary. Analyzes higher headquarters requirements and command needs. Initiates and recommends action for implementing programs designed to provide optimum food service support. Provides authoritative technical advice and supervision to subordinate personnel pertaining to food service matters. Conducts inspections, to ensure compliance with governing policies and regulations. Performs general administrative tasks such as record keeping, requisitioning, contracting for sanitation, food preparation, etc. Functions as the program coordinator for food service. Serves as the focal point for quality assurance on food service operations. Resolves discrepancies with contract vendors and the base contracting office. Identifies supply and equipment requirements as well as equipment maintenance and repairs and coordinates with the appropriate organizations.

(2) Manages the administration of lodging support for eligible members performing in an official military capacity (i.e Unit Training Assembly (UTA) and Split Unit Training Assemblies (SUTA), deployments, home station training, incoming deployment or evaluation teams, staff assistance teams, visiting VIP's and transit crews). Provides guidance and defines requirements for lodging clerks to make appropriate lodging reservations. Conducts audits and validates invoices for lodging and food bills. Manages all logistical support for conferences, meetings, and workshops as required in the local area. Coordinates the assembly of all required material and audio visual support for meetings. Schedules and conducts meetings with local hotels to define off base requirement for pending conferences and workshop for all Air National Guard (ANG) activities held in local area for all career fields.

(3) Coordinates the necessary unit level Air Expeditionary Force (AEF) activities. Ensures personnel and equipment are completely compliant with readiness related requirements. Schedules and ensures personnel meet AEF requirement taskings. Ensures deploying individuals have met medical, legal, training and personal obligations prior to departure. Ensures deploying members are properly equipped with required Chemical Warfare Defense (CWD) clothing and equipment. Serves as the Unit Deployment Manager (UDM) for the unit.

(4) Manages the maintenance of office files, reports, correspondence, directives, and regulations. Directs subordinates who are responsible for preparing, publishing, distributing and tracking of unit orders, including travel orders, annual training orders, special training and other orders. Directs the integration and reconciliation of the orders processed with the workday accounting program manager to ensure orders requirements validation. Develops guidance for units input and retrieval of

automated unit member data/report using computers and automated data systems such as the Air National Guard Reserve Order Writing System (AROWS), Military Personnel Data System (MILPDS), Training and Education Management System (TEMS), Logistics Module (LOGMOD), etc.

(5) Oversees the verification of contract requirements, invoicing, and validation of contract completion requirements. Serves as the Contract Assurance Evaluator (QAE) performing quality management, quality assurance and quality control measures to include external and internal audit activities particularly associated with the acquisition and sustainment of Services facilities and equipment repair. Supervises small contract teams, remaining independent when exercising Contract QAE role. Manages the development and the coordination of the QAE program. Establishes effective follow up mechanisms for tracking subsequent action items.

(6) Administers the Funeral Honors and Survivor Assistance Programs. Reviews and facilitates Military Personnel Appropriation (MPA) day requests with augmented units. Ensures honor guard members are compliant with all applicable regulations and directives. Coordinates requisition activities of the Funeral Honors program. Updates funeral data into the funeral detail database.

(7) Oversees the development, management and implementation of a variety of safety programs to ensure regulatory compliance as mandated by federal, state, and local agencies, including the Occupational Safety and Health Administration (OSHA). Oversees the management, implementation and coordination of the Services safety program to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses; develops accident-prevention and loss-control systems and programs for incorporation into operational policies of the Air National Guard.

(8) Performs other duties as assigned.

